



Department of Community Development, P. O. Box 427, Herndon, Virginia 20172-0427

## ADMINISTRATIVE SIGN APPROVAL

### SIGN PERMIT UNDER A MASTER SIGN PLAN

The undersigned hereby applies for a Sign Permit Under a Master Sign Plan under the provisions of § 78-202.7 of the Herndon Town Code. The undersigned certifies that all information in this application is true and correct and that the requirements of this application have been read and are understood. Submittal of this form with **original signatures is required.** ***PLEASE PRINT OR TYPE (Unless otherwise indicated.)***

#### Subject Property Information

Address of Subject Property:

Name of Business Establishment  
Associated with this Application:

Building/Development Name:

Type of Use (please specify whether  
commercial, industrial, office, or other):

Tenant or Establishment Frontage:

Sign Message Content:

Length and Width of Sign (Square  
footage not to exceed ratio of one square  
foot per linear foot of frontage.):

Construction Materials of Sign:

#### Applicant Information

Name and Title:

Company Name:

Mailing Address:

Telephone Number(s):

Fax Number:

E-mail Address:

Applicant Signature:  
(Original Signature Required)

**Property Owner Information**

Name and Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Signature of Property Owner:  
(Original Signature Required - No faxes  
or stamps): \_\_\_\_\_

**APPLICATION REQUIREMENTS****Item**

- 1** One (1) completed application form with all required signatures.
- 2** One (1) scaled drawing of the proposed sign. The drawing must indicate the following items:  
 (a) all message content to include text, logos and graphics,  
 (b) accurate colors,  
 (c) construction details of sign,  
 (d) dimensions,  
 (e) type of illumination, and  
 (f) location of the sign placement.  
 See User's Guide to the Herndon Zoning Ordinance #3. Signs for a description of the method used for calculating sign area.
- 3** Photographs of the existing elevation on which the sign will be installed.

**For Community Development Office Use Only:**

Application Received by:	Date:
Case No:	Zoning District:
Tax Map Reference Number:	
Status of Taxes: <input type="checkbox"/> Paid <input type="checkbox"/> Delinquent	
Action:	Date:
Signature of Zoning Administrator:	
Notes: _____ _____	